

Meeting Minutes

Finance Committee

Wednesday, November 5, 2025

9:30 AM

**6th Floor Boardroom
625 Fisgard St.
Victoria, BC V8W 1R7**

PRESENT

Directors: S. Brice (Chair), P. Jones (Vice Chair), P. Brent (EP), C. Coleman,
S. Goodmanson (EP)(9:34 am), D. Kobayashi, M. Little, K. Williams, R. Windsor,
C. McNeil-Smith (Board Chair, ex-officio) (9:33 am)

Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer/General Manager,
Finance and Technology (EP); V. Somosan, Senior Manager/ Deputy CFO, Financial Services;
C. Gilpin, Manager, Arts & Culture; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk
(Recorder)

EP - Electronic Participation

The meeting was called to order at 9:30 am.

1. Territorial Acknowledgement

Vice Chair Jones provided a Territorial Acknowledgement.

2. Approval of Agenda

**MOVED by Director Little, SECONDED by Director Coleman,
That the agenda of the Finance Committee meeting of November 5, 2025 be
approved.
CARRIED**

3. Adoption of Minutes

3.1. [25-1132](#) Minutes of the Finance Committee meeting of July 2, 2025

**MOVED by Director Kobayashi, SECONDED by Director Coleman,
That the minutes of the Finance Committee meeting of July 2, 2025 be adopted
as circulated.
CARRIED**

4. Chair's Remarks

Chair Brice spoke about the federal budget and the Chief Financial Officer will
provide an update to the committee through the correspondence portal.

Director McNeil-Smith joined the meeting in person at 9:33 am.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [25-0948](#) Capital Regional District External Grants Update

N. Chan presented Item 6.1. for information.

Discussion ensued on the following:

- Grant dashboard and contribution and CRD portion
- grants previously accessed and grant research benefits
- annual grants report and staff resourcing
- coles bay grant about restoration
- funding evaluation and funders themselves

Director Goodmanson joined the meeting electronically at 9:34 am.

6.2. [25-1015](#) 2026 Budget for the Royal Theatre Service and the McPherson Playhouse Service

N. Chan spoke to Item 6.2.

**MOVED by Director Williams, SECONDED by Director Coleman,
The Royal and McPherson Theatres Services Advisory Committee recommends
the Finance Committee recommend to the Capital Regional District Board:
1. That the amount of \$605,955 be approved for the Royal Theatre Service; and
2. That the amount of \$750,000 be approved for the McPherson Playhouse
Service.**

CARRIED

6.3. [25-0968](#) Bylaw No. 4717: 2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 4, 2025

N. Chan spoke to Item 6.3.

**MOVED by Director Brent, SECONDED by Director Kobayashi,
The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4717, "2025 to 2029 Financial Plan Bylaw, 2025, Amendment
Bylaw No. 4, 2025", be introduced and read a first, second and third time: and
2. That Bylaw No. 4717 be adopted.**

CARRIED

6.4. [25-1006](#) Bylaw Nos. 4722 and 4723: Amendments to Operating Reserve Fund
Bylaw Nos. 4146 and 4102

N. Chan spoke to Item 6.4.

Discussion ensued on regional services reserves, requisitions and sale of services.

MOVED by Director Coleman, **SECONDED** by Director Little,
The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4722, "Capital Regional District Electoral Area Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No. 6, 2025", be introduced and read a first, second and third time; and
2. That Bylaw No. 4722 be adopted.

MOVED by Director Kobayashi, **SECONDED** by Director Little,
3. That Bylaw No. 4723, "Capital Regional District Regional Services Operating Reserve Fund Bylaw, No. 1, 2016, Amendment Bylaw No. 6, 2025, be introduced and read a first, second and third time; and
4. That Bylaw No. 4723 be adopted.
CARRIED

6.5. [25-1022](#) Bylaw Nos. 4724, 4725, 4726, 4727, 4728 and 4729: Capital Reserve Fund Bylaws

N. Chan spoke to Item 6.5.

MOVED by Director Windsor, **SECONDED** by Director Williams,
The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4724, "Foodlands Access Service Capital Reserve Fund Bylaw No. 1, 2025", be introduced and read a first, second and third time; and
2. That Bylaw No. 4724 be adopted.
3. That Bylaw No. 4725, "Regional Transportation Service Capital Reserve Fund Bylaw No. 1, 2025", be introduced and read a first, second and third time; and
4. That Bylaw No. 4725 be adopted.
5. That Bylaw No. 4726, "Galiano Island Community Parks Services Land Acquisition Reserve Fund Bylaw No. 1, 2025", be introduced and read a first, second and third time; and
6. That Bylaw No. 4726 be adopted.
7. That Bylaw No. 4727, "Mayne Island Community Parks Services Land Acquisition Reserve Fund Bylaw No. 1, 2025", be introduced and read a first, second and third time; and
8. That Bylaw No. 4727 be adopted.
9. That Bylaw No. 4728, "Juan de Fuca Emergency Program Act Extended Service Capital Reserve Fund Bylaw No. 1, 2025", be introduced and read a first, second and third time; and
10. That Bylaw No. 4728 be adopted.
11. That Bylaw No. 4729, "Animal Control Service Capital Reserve Fund Bylaw No. 1, 2025", be introduced and read a first, second and third time; and
12. That Bylaw No. 4729 be adopted.
CARRIED

6.6. [25-0949](#) Bylaw No. 4730: Revenue Anticipation (General Purpose) Bylaw No. 1, 2025

N. Chan spoke to Item 6.6.

**MOVED by Director Coleman, SECONDED by Director Little,
The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4730, "Revenue Anticipation Borrowing (General Purpose)
Bylaw No. 1, 2025", be introduced and read a first, second and third time; and
2. That Bylaw No. 4730 be adopted.
CARRIED**

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

There was no new business.

9. Adjournment

**MOVED by Director Williams, SECONDED by Director Coleman,
That the Finance Committee meeting of November 5, 2025 be adjourned at
9:56 am.
CARRIED**

CHAIR

RECORDER